

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 JUNE 2023

Present

Chairman: Cllr G. Stammers

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

Officers: Adrienne Mullins (support services manager), J. Wright (town clerk)

23/01/HR Election of Chairman and Vice-Chairman

It was proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds that Cllr G. Stammers is chairman of the Human Resources Committee.

It was proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe that Cllr C. Aldridge is chairman of the Human Resources Committee.

Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr G. Stammers that Cllr D. Sarson is vice-chairman of the Human Resources Committee.

It was proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe that Cllr C. Aldridge is vice-chairman of the Human Resources Committee.

Cllr D. Sarson was duly **ELECTED** as vice-chairman.

23/02/HR Terms of Reference

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the terms of reference were **RECEIVED**.

23/03/23 Public Forum

There were no members of the public present.

23/04/HR Apologies

Cllr P. May – holiday

23/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 12 April 2023

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the meeting held on 12 April 2023 were **ADOPTED**.

23/06/HR Disclosable Pecuniary Interests

There were none.

23/07/HR Dispensations

There were none.

23/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 12 April 2023

National Joint Council (NJC) trade union pay claim

Cllr B. Larcombe asked for further clarification on union membership within the staff team and how the council may be affected if there was strike action.

The town clerk said two employees had deductions from their salary for union membership but it was believed one other employee paid directly to the union, so three employees could potentially take strike action. As such, he didn't think it would adversely affect the council. He added that there was unlikely to be a resolution to the pay dispute before the autumn.

23/09/HR Update Report

Administrative and community engagement assistants

Cllr B. Larcombe asked if, as the employer, the council should be made aware of any issues with the two employees who had left the organisation.

The support services manager said one employee was still with the organisation and had not yet had their exit interview, and the other employee was in the process of confirming the accuracy of the notes of their exit interview. She said there were potentially some issues which needed to be brought to members' attention.

The town clerk said exit interviews were not shared with members unless individuals asked for them to be or circulated them themselves.

Cllr M. Ellis said she felt members should see all exit interviews as the employer.

The town clerk said exit interviews were entirely voluntary and he didn't think employees would be inclined to do them if they knew they would be shared with members. He said members had this same conversation every time someone left the organisation but it was council policy that exit interviews were

confidential and the only people who had sight of them were the employee's line manager and if necessary, the town clerk.

The support services manager said the new administrative and community engagement assistant, Kate Newman, would start on 12 July 2023.

Cllr B. Larcombe asked when the request was made to members to fill these posts; even though they were established posts, he felt members should have had the opportunity to approve them.

The town clerk said it was done via email so there would be no delay in the recruitment process.

Amenities assistant

The support services manager said Isaac Redwood-Davies had been appointed to the role and he would start on 17 June 2023.

Cllr B. Bawden asked if any members were involved in the recruitment and interview process of employees in general, and if not, she asked if they should be.

The town clerk said the council's recruitment and selection policy said members would be involved in the appointment of managers but for all other staff, managers appointed to the roles. He said in the past, members had been asked to sit on interview panels if the panel was short.

Civility and Respect

Cllr B. Larcombe asked if the council had a timeframe it was working towards to achieve the principles of the civility and respect agenda.

The town clerk said the focus was on the new council administration. He said he had tried to arrange training on governance but had struggled to get members to commit to it and as part of that training he intended to talk more about civility and respect.

Evening seafront attendant

Cllr M. Ellis asked if there had been any applicants for the role.

The support services manager said there hadn't been as many applicants as hoped but the closing date was still five days away.

23/10/HR To receive the minutes of the Health and Safety Committee meetings held on 9 March and 8 June 2023

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meetings on 9 March and 8 June 2023 were **RECEIVED**.

23/11/HR Health and Safety Committee Membership

Cllrs D. Sarson and G. Stammers said they were happy to continue on the committee and no other members wished to replace them.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs G. Stammers and D. Sarson continue as the members representatives on the Health and Safety Committee.

23/12/HR Two-year, fixed-term post to support the delivery of project, asset management and property-related work

Cllr C. Aldridge asked if the pay roll costs outlined in the Annual Human Resources' Review later in the agenda included this post.

The town clerk said this post was not included in the payroll costs referred to later in the agenda; this post would come under the projects' budget because the projects had generated the need for the additional resource. He said the on-costs stated in the report for National Insurance and pension contributions had been over-stated.

Cllr B. Larcombe said the council would have to be clear from the outset this was a temporary position and there was no prospect of permanency as the employee could still acquire rights. As this was project management, he asked if members could have a progress report on projects as there was work taking place on a number of them but members didn't know what that was. He felt members should have a quarterly RAG (red, amber, green) report.

The town clerk said every committee was now receiving a progress report against the objectives but if there were important junctions in a project, there would be a more substantial report. He felt it was over-the-top to introduce a colour coding system for small projects. He reminded members it was only two months into the financial year and there had already been progress on a number of projects; each one had a completion date and if there were delays in the timescales, these were being reported to the committees.

Cllr M. Ellis said with the upcoming workload, this post was going to be required to support the deputy town clerk. She said the job description stated it was a two-year fixed-term post and this could be emphasised during the interviews.

Cllr C. Aldridge asked for clarification that the deputy town clerk currently had no staff reporting directly to him. She also noted a lot of the asset and property related projects would be devolved to the Town Management and Highways Committee, which the operations manager would be taking forward, and asked if there was the possibility of cross team working.

The town clerk confirmed the deputy town clerk currently had no staff reporting directly to him as this freed him up to concentrate on asset management, although in the town clerk's absence, the deputy town clerk assumed all staffing responsibilities.

The town clerk said for those projects being managed by the Town Management and Highways Committee, some would be managed by the deputy town clerk, usually the major works, and some by the operations manager, usually the smaller projects. He said there were a lot of major projects planned for this year, the main one being the refurbishment of the council offices, so the council needed to have the resources in place to deliver them.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to create a two-year, fixed-term post to support the delivery of project, asset management and property-related work.

23/13/HR Human Resources' Annual Review

Cllr C. Aldridge said the themes arising from employee appraisals all seemed to be related to employees' concerns but there was nothing about delivery against objectives and nothing about the positive things they were doing, which she felt the members would want to know about.

The town clerk said the purpose of this report was to inform members about issues they should be aware of, which had been raised through appraisals. He said most of the interactions with employees were positive about the council and morale was quite good, but there were exceptions. He added that in March every year, reports were brought to this committee detailing the managers' appraisals and these referred to progress against objectives.

Cllr C. Aldridge said payroll costs appeared to increase significantly in 2023-24, which she felt was a concern given the council couldn't assume its income would go up in the same way.

The town clerk said payroll costs against income looked artificially high at this time of year; actual income would be up to £250k higher than budgeted and the budget included the total amount of pension contributions the council could be liable for, pension contributions were overstated by c.£30k because not all employees joined the pension scheme. He added that at the end of the year, around 42% of income would be salary costs.

The town clerk acknowledged budget income wasn't rising as fast as the labour costs, which had included a pay increase of £1,925 on all pay points and a pay review which added an additional £25k to the salaries budget.

The meeting closed at 8.01pm.